

CLEANING PERSON

(On-Call position only)

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current, valid Michigan Drivers License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

Distribution Date: March 11, 2015

Closing Date: Open Continuous

POSITION ANNOUNCEMENT

POSITION:

CLEANING PERSON

On-Call position only

LOCATION:

Maintenance Department
16429 Beartown Road; Baraga, Michigan

SUPERVISORY CONTROL:

Tribal Maintenance Director

SALARY:

Grade 3 (minimum starting wage \$9.80)

REQUIRED QUALIFICATIONS:

- Must have High School Diploma or GED.
- Must be able to lift up to 50 pounds unassisted.
- Valid Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, Pre-Employment Drug Testing and a Pre-Employment Physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

Sweeps, mops, scrubs and vacuums hallways, stairs, and office spaces.

Empties all trash containers in offices.

Performs routine, light manual work in cleaning offices, hall and restrooms using equipment such as floor sweepers, polishers, vacuum cleaners, and dusters.

Cleans and disinfects restrooms, toilets and sinks.

Replenishes cleaning supplies and paper products in restrooms and other facilities as necessary.

Dust and cleans walls, doors, windows, woodwork and furniture.

Light grounds keeping.

Assist Custodian in preparing and cleaning facility before and after events.

Performs other job related duties as required by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: March 13, 2014

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